

## REMINGTON DAMAGED MAILBOX STAND HOMEOWNER PROCEDURE

Drafted June, 2014

If you find one damaged, notify the Board: [board@remingtonhoa.com](mailto:board@remingtonhoa.com)

Please provide mailbox stand # (1 thru 45) if you can find it stenciled on one of the uprights; or the street name, a very close address, and the number of boxes on the stand.

**Note:** It could take a week or two to repair the stand. Consider notifying the PO to hold your mail (for in-person pick up) until the stand is repaired and your mailbox is attached to it.

Unless the responsible party takes care of it directly, the HOA will see to it that STM Construction & Remodeling (or whatever contractor is currently being used) is notified that we have a mailbox stand that needs repairing or replacing.

Homeowners are responsible for replacing and/or remounting their mailboxes.

The Board or the crime prevention committee will request a collision report, and get a copy to each affected homeowner, so they can file a claim, if needed, for a new mailbox.

Homeowners can also request a collision report themselves. Google “King County Sheriff’s Office”, go to “Records Requests – King County” and fill out the online request form.

**Note:** it can take up to two weeks to receive this report.

If your mailbox was ruined, buy a new one and **save the receipt** to use in filing the claim with the responsible party’s insurance company. **Note:**

- 1) The insurance claim should be only for a “replacement in kind” amount. If you had a standard, non-locking box, and upgrade to a locking box (see mailbox guidelines on the website [remingtonhoa.com] if you do this), submit the claim for what a standard, non-locking box would cost – not what you paid for the upgraded locking box.
- 2) STM cannot attach locking boxes to the new stand, once it’s built – unless you happen to be there to unlock the box for them.